

State of Hawaii
Hawaii Public Housing Authority
Homeless Programs Branch

Request for Proposals

RFP-HPB-2007-24

2007 Continuum of Care (CoC) Competition

- ❖ Supportive Housing Program
- ❖ Shelter Plus Care

April 24, 2007



Note: If this RFP was downloaded from the State Procurement Office RFP Website each Applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

April 24, 2007

REQUEST FOR PROPOSALS (“RFP”)

2007 Continuum of Care Programs RFP-HPB-2007-24

The Department of Human Services (DHS), Hawaii Public Housing Authority (HPHA), is requesting proposals from qualified non-profit agencies to provide shelter and supportive services to homeless individuals and families in the counties of Hawai'i, Kaua'i and Maui for the following FY 2007 Continuum of Care (COC) Programs:

- Supportive Housing Program (SHP)
- Shelter Plus Care Program (S+C)

An existing project or program may request one (1) year of renewal funding through this RFP if (i) their program funding will expire in calendar year 2008, and the (ii) project or program is being funded under one of the following McKinney Act Programs: SHP and SHP Renewal; S+C and SPC Renewal programs.

Proposals shall be mailed and postmarked by the United States Postal Service on or before May 14, 2007 or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on May 14, 2007, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Homeless Programs Section will conduct an orientation session on April 26, 2007 from 1:00 p.m. to 3:30 p.m. (HST) at the State of Hawaii Videoconference Centers on the islands of Oahu, Hawaii, Maui, and Kauai. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., (HST) on April 30, 2007. All written questions will receive a written response from the State on or about May 1, 2007.

Inquiries regarding this RFP should be directed to:

Sandra J. Miyoshi, Administrator	e-mail: sandra.miyoshi@hcdch.hawaii.gov
Phyllis Ono, Program Specialist	e-mail: phyllis.ono@hcdch.hawaii.gov
Phone: (808) 832-5930	
Fax: (808) 832-5932	



PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 5
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ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 14, 2007** and received by the State purchasing agency no later than **10 days** from the submittal deadline.

All Mail-ins

Hawaii Public Housing Authority (HPHA)
Homeless Programs Branch (HPB)
1002 North School Street
Honolulu, Hawaii 96817

DHS RFP COORDINATOR

Sandra J. Miyoshi
For further info. or inquiries
Phone: 832-5930
Fax: 832-5932

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 14, 2007**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., May 14, 2007.

Drop-off Sites

Oahu:

Hawaii Public Housing Authority
Homeless Programs Branch
1002 North School Street, Building H
Honolulu, Hawaii 96817

Maui:

N/A

East Hawaii:

N/A

Kauai:

N/A

West Hawaii:

N/A

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to thoroughly read each section of the RFP. While sections such as the Administrative Overview may appear similar among RFPs, State purchasing agencies may add additional information as applicable. It is the responsibility of the Applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the HPHA's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	4/24/2007
Distribution of RFP	4/24/2007
RFP orientation session	4/27/007
Closing date for submission of written questions for written responses	5/1/2007
HPHA 's response to Applicants' written questions	5/2/2007
Discussions with Applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	5/14/2007
Discussions with Applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	5/14-16/2007
Provider selection	5/17/2007
Notice of Statement of Findings and Decision	6/29/2007
Contract start date	Spring 2008

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
1 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
2 Forms	“For Private Providers” and “Forms”
3 Cost Principles	“For Private Providers” and “Cost Principles”
4 Standard Contract -General Conditions	“For Private Providers” and “Contract Template – General Conditions”
5 Protest Forms/Procedures	“For Private Providers” and “Protests”

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click “Forms”
9 Wages and Labor Law Compliance, Section 103-055, Hawaii Revised Statutes (“HRS”) Hawaii State legislature website	http://www.capitol.hawaii.gov/ click “Bill Status and Documents” and “Browse the HRS Sections.”
10 Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click “Business Registration”
11 Campaign Spending Commission	www.hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the subchapter 1, 17-2026-4, Hawaii Administrative Rules (HAR). All prospective Applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Applicant shall constitute admission of such knowledge on the part of such prospective Applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides Applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides Applicants with a general description of the tasks to be performed, delineates Applicant responsibilities, and defines deliverables as applicable.

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by HPHA.

Section 5, Attachments --Provides Applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Hawaii Public Housing Authority

Head of State Purchasing Agency

Patti Y. Miyamoto
Interim Executive Director
1002 North School Street
Honolulu, Hawaii 96817
Phone: (808) 8326038
Fax: (808) 832-6039

Contracts and Procurement Office

Barbara E. Arashiro
Acting Contracts and Procurement Officer
1002 North School Street
Honolulu, Hawaii 96817
Phone: (808) 8326038
Fax: (808) 832-6039

Contract Administrator

Sandra J. Miyoshi
Homeless Programs Branch
Administrator:
1002 North School Street
Honolulu, Hawaii 96817
Phone (808) 832-5930
Fax (808) 832-5930

RFP Contact Person

Phyllis Ono
Homeless Programs Specialist

1002 North School Street
Honolulu, Hawaii 96817
Phone (808) 832-5930
Fax (808) 832-5930

VI. Orientation

An orientation session for Applicants in reference to the request for proposals will be held as follows:

Date: April 30, 2007 **Time:** 2:00 p.m. to 4:00 p.m. (HST)
Location: State Videoconference Center on Oahu, Maui, Kauai, and Hawaii
Through the Department of Accounting & General Services
Information & Communication Services Division
Locations: Oahu – Kalanimoku Bldg.
Hawaii – Hilo State Office Bldg.
Kauai – Lihue State Office Bldg.
Maui – Wailuku Judiciary Bldg.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the HPHA's discretion. However, answers provided at the orientation are

only intended as general direction and may not represent the HPHA's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from HPHA.

Deadline for submission of written questions:

Date: May 1, 2007

HPHA responses to Applicant written questions will be provided by:

Date: May 2, 2007

VIII. Submission of Proposals

A. Forms/Formats - Forms with the exception of program specific requirements may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP.) Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides Applicants with information on where to obtain the required forms; information on program specific requirements, which forms are required and the order in which all components should be assembled and submitted to HPHA.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and is meant as a guide. The Table of Contents may vary, depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. Refer to Section 3 of this RFP.
- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of HPHA.

Refer to Section 4, subparagraph III. A.1, Administrative Requirements, and the Proposal Application Checklist located in Section 5 to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. See paragraph II, Website Reference.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted, unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an Applicant submits alternate proposal(s), but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the Applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it shall comply with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS, may be obtained from the Hawaii State Legislature website. See paragraph II, Website Reference.
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State Prior to contracting, owners of all forms of business doing business in the State, except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. See paragraph II, Website Reference.
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract, if the contractors are paid with funds appropriated by a legislative body. For more information, Act 2003 Session Laws of Hawaii 2005 FAQs are available at the Campaign Spending Commission webpage. See paragraph II, Website Reference.
- G. Confidential Information** – If an Applicant believes any portion of a proposal contains information that should be withheld as confidential, the Applicant shall request in writing nondisclosure of designated proprietary data

to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. Proposal Submittal – All mail-ins shall be postmarked by the United States Postal Service (USPS) and received by HPHA no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by HPHA by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline of May 14, 2007. Dated USPS shipping labels are not considered postmarks.

- Faxed proposals shall not be accepted.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential Applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with Applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance subchapter 1, 17-2026-4, HAR.

X. Opening of Proposals

Upon receipt of proposal by HPHA at the designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by HPHA and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from HPHA, each Applicant shall submit any additional materials and documentation reasonably required by the HPHA in its evaluation of the proposals.

XII. RFP Amendments

The HPHA reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by HPHA. If a final revised proposal is not submitted, the previous submittal shall be construed as the Applicant's best and final offer/proposal. *The Applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by Applicants in preparing or submitting a proposal are the Applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in HPHA's efforts to plan for or to purchase health and human services prior to HPHA's release of a request for proposals, this includes the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with subchapter 1, 17-2026-4, HAR.

XVII. Rejection of Proposals

The HPHA reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

An Applicant shall be required to submit a proposal containing minimal information required by (Relevant sections of the Subchapter 1, 17-2026-4, HAR, as follows:

1. Provider agency applicant data;
2. A description of the proposed activities;
3. A description of the need for the proposed activities;
4. A description of the number and characteristics of the person who would be served by the proposed activities;
5. A description of the facility that will be used and policies and procedures on occupancy standards, if applicable;
6. A description of the provider agency applicants' grievance procedure; and
7. The amount of funds being requested under the state homeless programs.

A proposal shall be removed from further consideration in the selection process, if the required additional information is not received in acceptable form by the submission deadline and failure to cooperate or deal in good faith. See Subchapter 1, 17-2026-4, HAR.

XVIII. Notice of Award

A statement of findings and decision shall be provided to all Applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date as specified in the Notice to Proceed. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any Applicant may file a protest against the awarding of the Contract. The Notice of Protest form, SPO-H-801, is available on the SPO website See paragraph II, Website Reference. Only the following matters may be protested:

- (1) A HPHA purchasing agency's failure to follow any rule established by subchapter 1, 17-2026-4, HAR; and
- (2) A HPHA's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the HPHA.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the State purchasing agency conducting the protested procurement and 2) the

procurement officer who is conducting the procurement as indicated below within five (5) working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by HPHA.

Head of State Purchasing Agency

Name: Patti Y. Miyamoto
 Title: Interim Executive Director
 Mailing Address: P.O. Box 17907
 Honolulu, Hawaii 96817
 Business Address: 1002 North School
 Street
 Honolulu, Hawaii 96817

Procurement Officer

Name: Barbara E. Arashiro
 Title: Acting Procurement Officer
 Mailing Address: P.O. Box 17907
 Honolulu, Hawaii 96817
 Business Address: 1002 North School
 Street
 Honolulu, Hawaii 96817

XX. Availability of Funds

The award of a contract and any allowed renewal or extension are subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The Applicant shall have its own plans for quality assurance and evaluation for the proposed services including methodology

A. Quality of Care/Quality of Services

1. Performance of all contracted agencies will be monitored on an ongoing basis by the HPHA through file reviews, desk monitoring, site inspections, personal observation, and/or other methods. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action plan, which addresses the corrective actions that will be taken, the timeline of implementation and the responsible parties.
2. Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments of the contract. The Provider shall agree to make their participants files available the HPHA for the purpose of monitoring.
3. The State, HPHA, the Comptroller of the State of Hawaii, and their authorized representatives, the committees and their staffs of the Legislature of the State of Hawaii, and Legislative Auditor shall have the right of access to any book, document, paper, file, or other recorded of the contractor (and any of its subcontractors) that is related to the performance of services in order to conduct and audit or other examinations or to make excerpts and transcripts for the

purposes of monitoring and evaluating the Applicant's performance of services and the Provider's program, management, and fiscal practices. The right of access shall not be limited to the required retention period but shall last as long as the records are retained. The provider shall be required to retain all records for at least three (3) years, except if any litigation, investigation, audit or other action is under way.

B. Financial Management

The Applicant will provide the most recent financial audit findings and responses to findings. The HPHA will review the Applicant's responsiveness to and audit findings.

C. Administrative Requirements

All contracts shall be monitored by the HPHA, in accordance with requirements set forth in subchapter 1, 17-2026-4, HAR, and all other applicable State and Federal laws and requirements as follows.

1. Compliance with contract terms;
2. Degree to which performance targets are met, and services and activities described in the contract are being provided;
3. Eligibility of participants served;
4. Accuracy and completeness of program execution including case records-keeping, accounting practices and fiscal record-keeping;
5. Utilization of services by participants;
6. Observation of program operations and survey of client and referral sources; and
7. Adherence to the Applicant's personnel standards and practices.

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. See paragraph II, Website Reference. Special conditions may also be imposed contractually by the HPHA, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices in the HPHA for procuring health and human services under subchapter 1, 17-2026-4 HAR, and will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website. See paragraph II, Website Reference. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Cost Principles for Non-Profit Organizations: The OMB Circular A-122 used by all Federal agencies provides the cost principle, which establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations. These principles shall determine the costs of work performed by non-profit organizations under grants, cooperative agreements, cost reimbursement

contracts, and other contracts in which costs are used in pricing, administration, or settlement. Refer to for further information:

www.whitehouse.gov/omb/circulars/index.htm.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

In November of 1996, the Hawaii Public Housing Authority (HPHA) convened the first annual Statewide Homeless forum in conjunction with the National Hunger and Homeless Awareness Week. The goal of the forum was to create a coordinated network of providers and jurisdictions working collaboratively to address homeless needs by identifying and eliminating the gaps in homeless Continuum of Care (CoC) systems in each county. By preparing a foundation for the Statewide Homeless Strategic Plan, the HPHA received the full support of the Governor and the State Legislature, which inspired a pro-active homeless agenda.

The HPHA is the lead entity for homeless issues in the State and is responsible for the following activities: (1) administering and funding the State Homeless Shelter Stipend Program, State Homeless Outreach Program, and the State Homeless Emergency Loans and Grants Program, (2) developing programs to prevent and abate homelessness, (3) coordinating the Statewide Homeless Point-In-Time count in partnership with all the counties, (4) facilitating the activities of the Interagency Council on Homelessness, (5) facilitating the Statewide Coalition of Continuums; and (6) implementing the Homeless Management Information Systems.

The HPHA works with the various CoC partnerships on the islands of Hawai'i, Kauai, and Maui in prioritizing the needs of homeless families and individuals in their Continuum of Care Strategic Plans. As the lead entity for the rural counties, the HPHA will be submitting the grant application on behalf of Hawaii County, Kauai County, and Maui County, for the CoC Supportive Housing Program (SHP) and Shelter Plus Care (S+C). The programs of the CoC are administered by the United States Department of Housing and Urban Development (HUD) and are authorized under the McKinney-Vento Homeless Assistance Act 42 U.S.C. 113B1.

To be eligible for the CoC, Supportive Housing Program (SHP) and Shelter Plus Care (S+C), providers in the rural counties must submit proposals in response to this Request for Proposal (RFP) and shall apply for at least one of the above CoC programs. Please note each program uses a separate and unique application. The two (2) Continuum of Care (COC) programs under this RFP are listed below:

1. Supportive Housing Program

The Supportive Housing Program is intended to enhance the development of supportive housing and/or the Homeless Management Information System, (HMIS).

Renewal Program

An existing project or program may request one (1) year of renewal funding through this RFP if their program funding will expire in calendar year 2007.

2. Shelter Plus Care

The Shelter Plus Care provides rental assistance to disabled persons in connection with supportive service funded through other sources. Persons participating in Shelter Plus Care Program must be both homeless and disabled. In the case of a homeless family, at least one (1) member must be disabled.

Renewal Programs

An existing project or program may request one (1) year of renewal funding through this RFP if their program funding will expire in calendar year 2007.

Note: Proposal must be for new programs or for expansion of existing programs. Funds under this RFP cannot be used to support existing programs funded by other sources.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was sent on April 11, 2007 via facsimile and email to the each of the Counties Continuum of Care and current Provider agencies. The RFI requested written ideas and suggestions to improve the previous RFP and/or the above-mentioned programs.

The referenced planning documents may be obtained from the HPHA, which will be sent, either mail or facsimile. Proposals, amendments, and planning document will not be sent to the Providers electronically.

C. Description of the goals of the service

The goal is to help Hawaii's homeless persons increase their stability in the health, housing and social areas so that they may be able to obtain and retain permanent housing and maintain economic independence and self-sufficiency for the long term. Programs designed to assist homeless persons are more effective and efficient when carried out through carefully planned and systematic approaches. The goals for a specific person may vary along a continuum based on the particular needs, situation and abilities for the individuals participating in the program or project. However, the ultimate goal of permanent housing and economic independence should be held as the ideal.

D. Description of the target population to be served

The target population is homeless individuals and families residing in the rural counties of Hawaii, Kauai, and Maui.

Priority will be given to programs that propose permanent supportive housing for chronically homeless persons.

A "chronically homeless person" as defined by the McKinney-Vento Homeless Assistance Act 42 U.S.C. 113B1 is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as "a diagnosable substance disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions". In defining the chronically homeless, the term "homeless" means "a person sleeping in a place not meant for human habitation or in an emergency shelter". This definition also includes persons in transitional or supportive housing who originally came from the streets or an emergency shelter.

The programs of the CoC are not intended to assist persons who are at-risk of becoming homeless.

E. Geographic coverage of service

Rural areas in the counties of Hawai'i, Kauai, Maui.

F. Probable funding amounts, source, and period of availability

Total CoC Funding: Approximately \$771,369.40 Final funds are subject to appropriation by the U.S. Congress and allocation by the Department of Housing and Urban Development (HUD).

Source of Funding: Department of Housing and Urban Development (HUD) as authorized under the McKinney Vento Homeless Assistance Act 42 U.S.C. 113B1.

Availability Period: Federal funds will be available after Spring 2008

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

All programs shall have the requirements listed below:

1. The Applicant shall be a public agency or a private non-profit organized and certified under Section 501 (c) (3) of the Internal Revenue code of 1986, as amended;
2. The Applicant shall comply with the guidelines for specific programs as detailed in the 2007 Super NOFA (Notice of Funding Availability) Continuum of Care Homeless Assistance application ;
3. Selected Applicants shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three (3) years, except in any litigation, investigation, audit or other action that is underway. The HUD and HPHA and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained;
4. The Applicant shall be required to comply with all laws, ordinances, codes, rules and regulations of the Federal, State and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HPHA;

5. The Applicant shall have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;
6. The Applicant shall perform financial and compliance audits in accordance with the Office of Management and Budget Circular A-133 and submit the audits to the Department as directed, if federally funded for \$500,000 or more;
7. The Applicant shall complete the Federal Certifications in Section 5;
8. The Applicant shall maintain written policies and procedures for the required services including personnel standards, operating procedures, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring;
9. Projects funded under this NOFA shall operate in a fashion that does not deprive any individual of any right protected by the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 974), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) or Age Discrimination Act of 1975 (42 U.S.C. 6101); and
10. All Applicants are required to comply with all applicable federal, State and local laws and regulations. Rules and regulations for specific programs are detailed in the Continuum of Care Notice of Funding Availability, www.hud.gov/offices/adm/grants/fundsavail.cfm.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases not allowed.

Planned secondary purchases not allowed

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple awards may be made as a result of this RFP. The criteria for selection may include, but is not limited to geographic coverage, target populations, services, and economic hardship.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

1. Supportive Housing Program-new project

Initial term of contract:	up to 36 months
Length of each extension:	up to 12 months (may be less than 12 months, when it's in the best interest of the State)
Maximum length of contract:	up to 48 months

2. Supportive Housing Renewal Program

Initial term of contract:	up to 12 months
Length of each extension:	up to 12 months (may be less than 12 months, when it's in the best interest of the State)
Maximum length of contract:	up to 24 months

**3. Shelter Plus Care: Tenant Based Rental Assistance (TRA)
Sponsor Based Rental Assistance (SRA)**

Initial term of contract:	up to 60 months
Length of each extension:	up to 12 months (may be less than 12 months, when it's in the best interest of the State)
Maximum length of contract:	up to 72 months

Shelter Plus Care: Project Based Rental Assistance

Initial term of contract	up to 60 months
Length of each extension:	up to 12 months (may be less than 12 months, when it's in the best interest of the State)
Maximum length of contract:	up to 72 months

Applicant may request for the maximum under the Project Based Rental Assistance initial term of the Contract for an award up to 120 months, providing for at least \$3,000 of eligible rehabilitation for each unit, including the unit's prorated share of work to be accomplished on common areas or systems, to make the structure decent, safe and sanitary. This rehabilitation must be completed within 12 months of the grant award.

4. Shelter Plus Care Renewal Program

Initial term of contract:	up to 12 months
Length of each extension:	up to 12 months (may be less than 12 months, when it's in the best interest of the State)
Maximum length of contract:	up to 24 months

The option to extend the Contract will be at the sole discretion of the HPHA. The following conditions must be met for an extension:

1. The Successful Applicant experiences cost savings and has unexpended funds available that can be used to provide additional services.
2. The HPHA determines there is an ongoing need for the services and has funds to extend services, not to exceed 12 months. Contract extensions shall be awarded at the same or comparable rates as the primary agreement.
3. A supplemental agreement must be executed prior to expiration of the primary agreement.
4. The Successful Agreement must obtain HPHA approval in writing and a notice to proceed with the extension.
5. The HPHA has determined that the Successful Applicant has satisfactorily provided service over the current contract term.
6. Necessary the HPHA and/or Federal funds are appropriate and allotted for an extension

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Contact: Phyllis Ono
 Homeless Program Specialist
 1002 North School Street, Building H
 Honolulu, Hawaii 96817
 Phone: (808) 832-5930 Fax: (808) 832-5932

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Performance/Outcome Measures

Applicants must identify the percentage of participants projected to achieve the outcomes/goals below:

1. Obtain and Remain in Permanent Housing: Goals should show how the Applicant shall assist homeless persons who have moved to permanent housing remain housed for six (6) months or longer.
2. Increase Skills and Income:
 - a. Goals must address how the Applicant shall successful assist homeless person to access mainstream health and human service programs, and
 - b. Goals should show how the Applicant shall successful assist the homeless participants to increase their income.

B. Output Measures

Applicants must identify the number of participants served for the output measures:

1. Numbers of unduplicated homeless persons who are provided with housing
2. Numbers of homeless persons who are accessing mainstream health and human services.
3. Numbers of homeless persons having their income increased.

C. Service Activities: Minimum and/or mandatory tasks and responsibilities.**1. All Projects**

The Applicant shall describe the goals and objectives of the project type that includes:

- a. The homeless population characteristics;

- b. The need for housing;
- c. Percentage of homeless population from the streets, emergency shelters, transitional housing for homeless persons who came from street/shelters;
- d. An outreach plan to bring homeless participants into the project;
- e. A list of readily accessible community amenities (e.g. medical facilities, grocery store, recreation facilities, etc.);
- f. How participants will be assisted to obtain and also remain in permanent housing;
- g. How participants will be assisted to increase their employment and/or income and to maximize their ability to live independently. If Applicant is proposing to serve persons, describe how this project will assist these persons to address their needs.

2. Supportive Housing Program-New and Renewal

- a. Applicants using an existing homeless facility must provide the following purposes: increase the number of homeless persons served, provide additional supportive services for residents of supportive housing and/or homeless persons not residing in supportive housing, bring existing facilities up to a level that meets the HPHA and local government health and safety standards, replace the loss of nonrenewable funding from private, Federal or other sources (except from the State or local government), which will cease on or before the end of the calendar year 2008.
- b. For Applicants requesting Supportive Housing Program (SHP) funds for Transitional Housing, Permanent Housing for Persons with Disabilities, Safe Havens, or Innovative Supportive Housing components must demonstrate the following: type (e.g. apartments, group home) and scale (e.g. number of units, number of persons per unit) or the proposed housing will be to fit the needs of the participants.
- c. For transitional housing components, Applicants must indicate the residents' length of stay.
- d. For permanent housing for persons with disabilities, where more than 16 persons will reside in a structure, Applicant must describe local market conditions necessitate the development of a project of this size and how the housing will be integrated into the neighborhood.
- e. For innovative supportive housing component projects only, Applicant must show how the project represents an approach that is new to the area, is a sensible model for others, and can be replicated in other communities.
- f. Homeless Management Information System (HMIS) Renewal for computerized data collection application design to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's

system of homeless services. An HMIS may also cover a statewide or regional area, and include several CoC's.

3. Shelter Plus Care New and Renewal

a. Tenant Based Rental Assistance (TRA)

- i. Applicant shall describe the type of housing facility participants will live in and the number of years participants will live within a particular area.
- ii. Applicant shall describe how the project will implement the requirement if participants are required to live in particular structure or units during the first year and in a particular area within the locality in subsequent years, or to live in a particular area for the entire period of participation.
- iii. Applicant shall indicate the number of homeless adults with disabilities and their families.

b. Sponsor Based Rental Assistance (SRA)

- i. Applicant shall describe the type of housing facility participants will live in and whether it's owned or leased by Applicant. Housing facility may range from group homes to independent living units;
- ii. Applicant shall indicate any number of Homeless adults with disabilities and their families.

c. Project Based Rental Assistant (PRA)

- i. Applicant shall describe the type of housing facility participants will live in. The housing facility may range from group homes to independent living units;
- ii. Applicant must demonstrate that the property is eligible for rental assisted payments;
- iii. Applicant shall provide units in which the participants must live in a particular property that is assisted with this funds;
- iv. Applicant shall indicate any number of Homeless adults with disabilities and their families.

d. Single-Room Occupancy (SRO)

- i. Applicant shall describe the unit according to the SRO requirements established by HUD 24 Code of Federal Regulations Part 582 (24 CFR 582).
- ii. Applicant shall provide SRO units in which the participants must live in a particular property that is assisted with this funds;
- iii. Applicant shall indicate any number of Homeless adults with disabilities and their families.

e. Applicant shall describe the frequency and type of supportive services that will be provided. Services may include:

- i. Outreach;

- ii. Case management.
- iii. Life skills (outside of case management);
- iv. Job training;
- v. Alcohol and drug abuse services
- vi. Mental health and counseling services
- vii. HIV/AIDS services;
- viii. Health related and home health services;
- ix. Education and instruction;
- x. Employment services
- xi. Child care;
- xii. Transportation;
- xiii. Transitional living services;
- xiv. Other _____.

f. **Housing Quality Standards (HQS)**

Applicant must have knowledge of acceptable conditions for interior living space, building exterior, heating and plumbing systems, and general health and safety. Applicant shall minimally provide a sample or previous HQS report.

D. Management Requirements: Minimum and/or mandatory requirements

1. Personnel

- a. The Applicants shall ensure that key supervisory staff are trained and qualified and/or possess the required credentials for such activities.
- b. The Applicants shall ensure that personnel who will provide the required services are trained and qualified. Services must be provided by persons with training and/or expertise appropriate to the type of service offered. Staff must be capable of assessing the needs of the targeted population.
- c. The Applicants shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

2. Administrative

a. Independent Contractor

The Applicants shall be an independent contractor with the HPHA and be responsible to control and direct the performance and details of the works and services required. The Applicant shall be responsible for securing all employee-related insurance coverage and paying all applicable taxes and fees.

b. Insurance and Indemnity Requirements

The Applicant shall indemnify the State of Hawaii and the HPHA, their elected and appointed officials, officers, employees, shall be named as additional insured parties for operations performed under this Contract.

General Liability Insurance (Occurrence form)	\$2,000,000.00 combined single limit per occurrence for bodily injury and property damage.
Automobile Insurance Covering all owned, non-owned and hired automobiles.	Bodily injury liability limits of \$1,000,000.00 each person and \$1,000,000.00 per accident and property damage liability limits of \$1,000,000.00 per accident.
Workers Compensation as required by laws of the State of Hawaii	Insurance to include Employer's Liability. Both such coverage's shall apply to all employees of the Applicant and (incase any sub-contractor fails to provide adequate similar protection for all his employees) to all employees of sub-contractors.

c. Federal and State Tax Clearance

The Applicant shall provide a tax clearance certificate issued within the past six (6 months) from the Federal and State tax offices, prior to entering into a contract with the HPHA. Additional tax clearance certificates are required to amend and or close a contract.

d. Subcontracting

The Applicant shall not assign or subcontract any of the Applicant's duties obligations, or interest without the prior written consent of the HPHA. If approved, the Applicant shall be responsible for monitoring the performance of any subcontractor and ensuring that all contract terms and condition are satisfactorily fulfilled.

e. Grievance Procedures

The Applicant shall establish a formal and documented process that provides to the individual served or seeking services due process of law, including:

- i. Written notification to the applicant or participant containing a clear statement of the reasons for termination or denial of assistance, the specific date for which assistance will cease, the right of the applicant or participant to have a review of the decision, instructions on how the Applicant or participant is to evoke this review, the right of the applicant or participant to review the records and the right to counsel at this review;

- ii. Upon request by participant, a review of the decision in which the applicant or participant is given the opportunity to present written or oral objections, be represented by counsel if the applicant or participant so desires, before a person other than the person (or a subordinate of that person) who made or approved the termination or denial decision and to question witnesses and present evidence; and
- iii. Prompt service of the final decision in writing to the applicant or participant.

f. Compliance with Laws and the HPHA Rules

The applicant shall comply with all laws, ordinances, codes, rules and regulations of the Federal, State and local governments and to adhere to instructions prescribed by the HPHA for the effective administration of a program.

g. Homeless Management Information Systems (HMIS)

The collection of information on a person experiencing homelessness is required by the HUD. The HMIS system assist in providing current information regarding the number homeless, as well as aid in the coordination and tracking of assisted program.

Providers and government entities are able to pull out information from the HMIS in order to make more appropriate funding decision. The applicant shall participate in the State HMIS.

h. Environmental Review

The SHP and the SPC programs are governed by the environmental regulations in Volume 24 Code of Federal Regulation Part 58. A responsible entity, usually the unit of general local government within which the project is located, must complete the environmental review. The recipient is responsible for submitting the form to HUD with a cover letter requesting the release of funds. Until HUD has approved the Request for Release of Funds, the recipient may not commit any funds for acquisition or rehabilitation costs for the project.

i. Participation in the Continuum of Care

Applicant shall provide the completed certificate of Participation in the Continuum of Care Process (Section 5 Attachment 3), signed by the chair of the respective county CoC. Applicant is required to participate in the respective county CoC in which the proposed project shall be located. Applicant shall be evaluated according to the level of participation in the CoC verified by the chair of the CoC.

- Applicant Proposed project shall operate in Maui, Applicant shall attend the Maui CoC.

- Applicant Proposed project shall operate in Kauai, Applicant shall attend the Kauai CoC.
- Applicant Proposed project shall operate in Hawaii, Applicant shall attend the Hawaii CoC.

j. **Compliant with the County Strategic Plan**

Applicant shall provide the completed certificate of Compliance with the County Strategic Plan (Section 5 Attachment 5), signed by the respective county agency. Applicant shall have knowledge of the county's strategic plan for the county the proposed project will be located. Applicant shall be evaluated according to how readily the proposed project meets the need identified in the respective county's strategic plan.

- Applicant proposed project shall operate in Maui and meet the need identified by Maui Strategic Plan.
- Applicant proposed project shall operate in Kauai and meet the need identified by Kauai Strategic Plan.
- Applicant proposed project shall operate in Hawaii and meet the need identified by Hawaii Strategic Plan.

A. **Quality assurance and evaluation specifications**

- a. The Applicant shall have its own plans for quality assurance and evaluation for the proposed services including methodology
- b. The Applicant shall demonstrate the capability to coordinate services through leverage funds and mainstreaming.

B. **Output and performance/outcome measurements**

- c. Applicant must clearly describe outcome measures, benchmarks and data collection methods relative to the proposed scope of services.
- d. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, the stated problem and proposed service activities.

C. **Experience**

Applicant shall have an established record of providing assistance to the homeless and managing State, local, and federal grant funds.

D. **Coordination of services**

The Applicant shall demonstrate the capability to coordinate services with other (non-homeless targeted) agencies and other mainstream health, social services, and employment programs for which homeless populations may be eligible for in the community.

E. Reporting requirements for program and fiscal data

Applicants shall submit progress reports, including but not limited to, scheduled activities, completion rates, problems encountered and recommendations to remedy the problems.

Applicants shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HPHA and/or HUD.

F. Pricing structure or pricing methodology to be used: Pricing Structure

Based on Cost Reimbursement pricing shall be according to the Contractor's approved budget.

G. Units of service and unit rate

Not applicable

H. Method of compensation and payment

a. Payment disbursement shall be agreed upon in writing by the Applicant and the HPHA prior to execution of Contract. Payments shall be made in accordance with submission of invoice and financial report pursuant to specific written instructions from the HPHA and with the approved Compensation and Payment Schedule prescribed by HPHA. Payments shall be subject to the availability of funds and the satisfactory performance of all terms and conditions.

b. Requests for payments shall be certified by the Successful Applicant that all contractual obligations are being and will be duly fulfilled.

c. If an amount of reported expenditures is determined by the HPHA to be inappropriate, unallowable, or not made in accordance with the approved budget, HPHA may require that such amount of monies be refunded. The Successful Applicant shall refund to HPHA upon resolution of the discrepancy by audit or other means as conducted by HPHA or its designee.

d. The completion of the Contract and reconciliation of the financial reports, HPHA may require the Successful Applicant to return any unexpended funds to the State.

e. An amount equal to ten percent (10%) from the last rental assistance payment shall be withheld as final payment subject to satisfactory submittal and reconciliation of all reports, and subject to subchapter 1, 17-2026-5, HAR, which required a tax clearance from the Department of Taxation and the Internal Revenue Services; The debt owed to the Department of Taxation shall be offset first.

- f. Payments are subject to the availability of funds and allotment by the Director of Finance in accordance with Chapter 37, HRSs.

IV. Facilities

The Applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also, describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

V. Budget

A. Supportive Housing Program

1. **Leasing Budget.**

Applicant must indicate the size of the unit, number of units available, the FMR and the number of months for the total amount in each size of unit. Applicant shall submit HUD form 40090-2. SHP funds may be used to lease space for supportive housing or supportive services. The actual rent amount or Fair Market Rent, whichever is lower, must be reported on the individual units. The actual rent may not exceed the Fair Market Rent.

2. **Supportive Services Budget.** Applicant shall submit HUD form 40090-2. Supportive services are designed to address the special needs of the homeless persons to be served by the project. SHP funds may be used to pay for up to 80% of the total supportive services budget for each year. The Applicant must make a cash payment for at least 20% of the project's total supportive services budget annually.

3. **Operating Budget.** Applicant shall submit HUD form 40090-2. Operating costs support the day-to-day operations. SHP funds can be used to pay up to 75% of the total operations budget for the housing project. The Applicant must make cash payment for 25% of the projects operating budget annually.

4. **Operating funds may not be used to pay for the following costs:**

- a. Operating costs of a supportive services only facility;
- b. Administrative expenses such as audits and preparing HUD reports;
- c. Rent of space for supportive housing and/or supportive services;
- d. The payment of principal and interest on a loan for a facility currently being used as supportive housing and/or for the delivery of services; and
- e. Depreciation, because it does not constitute an incurred costs that requires a cash outlay.

B. Shelter Plus Care

Applicant shall submit HUD form 40090-2 Requests for rents above 100% but no more than 110% of the Fair Market Rent accompanied by a Statement from the PHA that it has exercised its authority to set rents above the published amount.

For Shelter Plus Care Applicant shall submit HUD form 40090-2 Requests for rents above 100% but no more than 110% of the Fair Market Rent must accompanied by a statement from the Public Housing Authority (PHA) that it has exercised its authority to set rents above the published amount.

VI. Leveraging, Mainstream and Matching**A. Leveraging and Mainstream**

1. The Applicant shall demonstrate the capability to coordinate, integrate and leverage the homeless program with other mainstream (non-homeless targeted) health, social services, and employment programs for which homeless populations may be eligible. These programs includes but shall not be limited to Medicaid, Children's Health Insurance Program, Temporary Assistance for Needy Families, Food Stamp, and services funded through Mental Health Block Grant and Substance Abuse Block Grant, Workforce Investment Act, Welfare -to- Work program, Veterans Health Care.
2. Written commitments are not submitted at the time of application. Written commitments must be submitted for verification by HUD prior to grant agreement execution. Written agreements shall be documented on letterhead stationery, signed and dated by an authorized representative. Written agreement shall minimally contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management.); the values of the contribution; the name of the project, and its sponsor organization to which the contribution will be given; and, the date the contribution will be available.

B. Match

1. Documentation of the match requirement must be maintained in the grantee's financial records on a grant specific basis.
2. Supportive Housing Program requires a twenty-five percent (25%) cash match of the total annual operating costs. In addition. A twenty-five percent (25%) cash match must be provided for all funding for supportive services and Homeless Management Information System (HMIS)
3. Shelter Plus Care rental assistance requires a dollar-for-dollar match. The Applicant's match source may be cash or in-kind.

C. State Match

Pending award from the State Legislature and release of funds by the Governor, the HPHA may be able to provide a cash and/or in-kind match for the Shelter Plus Care proposals submitted.

If the State Legislative fails to award the HPHA additional funds for this program, the HPHA shall not be obligated to provide any cash match using other state or Federal funds.

The Applicant shall provide a viable plan if the HPHA is unable to provide matching funds. The HPHA does not make any guarantee that match payments will be forwarded at the level requested.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the State using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the Applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an Applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website, see Section I, paragraph II, Website Reference. However, the form will not include items specific to each RFP. If using the website form, the Applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

The Applicant shall include a brief description of the Applicants' organization, the goals and objective related to the activity and how the proposed service is designed to meet the needs identified in the service specifications.

II. Experience and Capability

A. Necessary Skills

The Applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services to the targeted population.

B. Experience

The Applicant shall provide a listing of verifiable experience with programs or contracts for the most recent five years that are pertinent to the proposed services. The HPHA reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

1. Participation in the Continuum of Care Process

The Applicant should be an active participant member in the respective County's Continuum of Care (CoC) in which they are submitting a proposed project.

2. Leveraging, Mainstream and Match

a. Leveraging and Mainstream

- i. The Applicant shall demonstrate the capability to coordinate, integrate and leveraging the homeless program with other mainstream (non-homeless targeted) health, social services, and employment programs for which homeless populations may be eligible. These programs include, but shall not be limited to Medicaid, Children's Health Insurance Program, Temporary Assistance for Needy Families, Food Stamp, and services funded through Mental Health Block Grant and Substance Abuse Block Grant, Workforce Investment Act, Welfare -to- Work program, Veterans Health Care.

ii. Match

a. Supportive Housing Program

Applicants must provide at least 25% cash match of the total annual operating costs. The Supportive Housing Program, by

statute, can pay no more than 75% of the total operating budget for housing costs.

b. **Shelter Plus Care**

Applicants must provide a dollar for dollar match. The Applicant's match source may be cash or in-kind.

III. Facilities

The Applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

IV. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. Refer to applicable personnel requirements in the Service Specifications.

2. Staff Qualifications

The Applicant shall provide the minimum qualifications including experience for staff assigned to the program. Refer to applicable qualifications in the Service Specifications.

B. Project Organization

Supervision and Training

1. The Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.
2. Applicant shall describe how the Applicant will manage to ensure accountability.

C. Organization Chart

The Applicant shall reflect the position of each staff and line of responsibility/supervision. Include position title, name and full time equivalency. Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

V. Service Delivery

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2, Item III.

Scope of Work, including (if applicable) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

VI. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the HPHA. The cost proposal shall be attached to the Proposal Application.

The Applicant shall submit a cost proposal utilizing the cost reimbursement pricing structure designated by the HPHA. All fees shall be included in the proposal price, including but not limited to, personnel, subcontractors, travel expenses, equipment, supplies, etc. All proposals should include the applicable State of Hawaii general excise tax, if applicable.

The cost reimbursement pricing structure utilized by HPHA reflects a purchase arrangement in which the HPHA pays the contactor for budgeted costs that are actually incurred in the delivery of the services specified in the Contract up to a State maximum obligation as agreed upon contractually.

Complete the following budget form(s), which are available on the HUD Clips website www.hudclips.org and submit them with the Purchase of Service (POS) Proposal Application:

1. HUD-424-cb Grant Application Detailed Budget
2. HUD-424-cbw Grant Application Detailed Budget Worksheet.

Applicant shall complete the budget forms prior to entering into contract with the HPHA.

B. Accounting System

Applicant shall demonstrate an adequacy of the Applicant's accounting system as described under the administrative rules. The Applicant shall provide the most recent financial audit as part of the Proposal Application.

VII. Other

A. Litigation

Applicant shall disclose and explain any pending litigation to which it is a party, including the disclosure of any outstanding judgment(s).

B. Requirements for Applicants

1. Nonprofit Applicants – 501 (c) (3) certification, current Board of Directors list, Charter if Incorporation, and by-laws.
2. Nonprofit Applicants – (SHP public) Community mental health association documentation

3. All Applicants must be and active participant of the appropriate County Continuum of Care planning group.

C. HUD Requirements

1. **Fair Market Rent (FMR) Updates**

Will select projects using the FMR in place at the time of application. HUD will then apply the FMRs at the time of award.

2. **Annual Progress Report (APR)**

Applicant shall provide the most recently submitted APR for the appropriate Renewal project. HUD will assess the progress in reducing homelessness by helping clients move to and stabilize in permanent housing, access mainstream services and gain employment.

D. Assembly Order

1. **Program Specific**

Summary: The one page summary shall describe the proposed project in terms of population to be served, number of clients to be served general description of the needs of the population and the services to be provided through the proposed project, and the anticipated outcomes of the proposed project.

2. **HUD Forms**

- a. SF-424 Applicants for Federal Assistance Application for Federal Assistance.
- b. SF-424-SUPP Survey on Ensuring Equal Opportunity for Applicants
- c. SF-LLL Disclosure of lobbying Activities.
- d. HUD-40090-4 Applicant Certification.
- e. HUD-96010 2007 Logic Model.
- f. HUD-2880, Applicant/Recipient Disclosure/Update.
- g. HUD-2991 Certification of Consistency with the Consolidated Plan, This HUD for must be sign by the respective county in which your project will operate.
- h. HUD-2994-A Grant Applicant Survey.
- i. HUD-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants.
- j. HUD 424 B, Applicant Assurances and Certifications.
- k. HUD 40766-CoC, Continuum of Care Applicant Certification.
- l. HUD-424-cb Grant Application Detailed Budget.
- m. HUD-424-cbw Grant Application Detailed Budget Worksheet.
- n. Code of Conduct as required by HUD, for more information: website <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>

3. Project Exhibits: HUD-40090-22007 Exhibit II: Project Application. This includes application(s) for Supportive Housing Programs, Shelter Plus Care, new and renewal programs.

4. Requirements

- a. Leveraging and Match
 - i. Applicant shall provide the list all of the resources that will be contributed to the project.
 - ii. Applicant shall provide the name and sources of the contribution. Name all Federal, State, local government sources, private sources, including mainstream housing, and social service programs.
 - iii. Applicant shall provide the value of the contributions for which there are written agreements,
 - iv. Applicant shall provide the list of all resources that will leverage CoC funds for your project, over and above match requirements.
- b. Mainstream Resources:
 - i. Describe how the Applicant identifies person's eligible for mainstream programs.
 - ii. Describe in detail how the Applicant assist clients enroll in the following programs for which they are eligible:
 1. Medicaid;
 2. State Children's Health Insurance Program (SCHIP);
 3. TANF;
 4. Food Stamps;
 5. SSI;
 6. Workforce Investment Act;
 7. Veterans Health Care
- c. Applicant shall describe how you ensure that the client receives assistance under each of the program for which they are enrolled.
- d. Applicant shall indicate the follow-up processes performed for the client referred to the above programs.
- e. Narratives:
 - i. Required Project Narratives should not exceed five (5) typed pages
 - ii. Required Experience Narratives should not exceed three (3) typed pages.
- f. Provide the most recently submitted APR for the appropriate renewal project you are submitting.

5. The HPHA Requirements

- a. Applicant's shall provide the 501 (c) (3) certification, current Board of Directors list, Charter, and by-laws.
- b. Applicant shall provide the completed certificate of Participation in the Continuum of Care Process, signed by the chair of the respective county CoC.
- c. Applicant shall provide the completed certificate of Compliant with the County Strategic Plan, signed by the respective county agency.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the HPHA or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

Upon the receipt of all applications by the due date, an initial review will be conducted to determine if the proposed project meets all requirements for participation in the CoC program, as follows:

1. Agency's proposal is eligible to receive assistance as per program rules and regulations.
2. The proposed project will serve eligible CoC beneficiaries.
3. The activities proposed are eligible for assistance and appropriate for the population to be served.
4. The proposed project is financially feasible and cost effective. Proposals not meeting any of these minimum requirements will be returned to the proposing agency.

The evaluation will be conducted in three (3) phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds
Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	25 points
Project Organization and Staffing	15 points
Service Delivery	40 points
Financial	10 Points
Permanent Housing	5 points
Renewal Programs	5 points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. State Procurement Office pre-registration
- b. Assurances and Certifications
- c. Tax clearance certificate required prior to execution of the contract

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial; All required forms and documents
- Applicable Program Specific Requirements

**B. Phase 2 - Evaluation of Proposal Application
(100 Points)**

1. Scoring Procedures

Each proposal shall be evaluated according to its appropriateness, responsiveness and completeness. There are four (4) sections. Each section is comprised of specific criteria as discussed below. Each criterion is assigned a numeric point value listed in conjunction with the criteria. The evaluation committee will use the assigned points to determine how well the proposal answers each section. It is optional for the evaluation committee to provide comments in relation to the score assigned to the proposals.

2. Program Overview

No points are assigned to Program Overview. The intent is to give the Applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability 25 points
The State will evaluate the Applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skill

- i. Proposing entity has extensive experience with the population to be served, and has demonstrated the ability to work with the population to address their needs. (10 Points)
- ii. Proposing Applicant entity has some experience with the population to be served, and has worked with the population to a degree to address their needs. (5 Points)
- iii. Proposing Applicant entity does not have any experience with the population to be served, and has no experience in working with the population to address their needs. (0 Points)

B. Experience

- i. Problem or need that will be addressed by the program is clearly identified and articulated. Program design and activities address the identified need or problem. Anticipated program outputs will result in program outcomes that are realistic, measurable, and consistent with the objectives of the project or program, and will

ultimately address the identified need or problem. (10 Points)

- ii. There is some ambiguity about the problem or need that the program will address. Program design or program activities may not fully address the need or problem that the program was designed to address. Program outcomes are not realistic, measurable, and may not fully address the identified problem or need. (5 Points)
- iii. The problem or need that is being address is not clearly articulated. The program design and program activities are unlikely to address the need or problem that the program was designed to address. Program outcomes are not realistic or measurable, and will ultimately not result in addressing the identified problem or need. (0 Points)

C. Quality Assurance and Evaluation

- i. Demonstrates sufficient amount of quality assurance and evaluation plans for proposed services. (5 Points)
- ii. Lacks some clarity in Applicant entity's stated quality assurance and evaluation plans for proposed services. (3 Points)
- iii. Proposing Applicant entity has yet to establish quality assurance and evaluation plans for proposed services (0 Points)

2. Project Organization and Staffing (15 Points)

The State will evaluate the Applicant's overall staffing approach to the service that shall include:

A. Proposed Staffing

- i. That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. (4 Points)
- ii. That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is less than reasonable but still able to insure viability of the services. (3 Point)
- iii. That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is unreasonable and cannot insure viability of the services. (0 Points)

B. Staff Qualifications

- i. Staff meets minimum qualifications, including experience, for staff assigned to the program. (3 Points)
- ii. Staff does not meet the minimum qualifications, including experience, for staff assigned to the program. (0 Points)

C. Project Organization Supervision and Training

- i. Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services (4 Points)
- ii. Was not clearly demonstrated. The ability to supervise, train and provide administrative direction to staff is unclear as staff may not be fully qualified relative to the delivery of the proposed services. (0 Points)

D. Organization Chart

- i. Approach and rationale are clearly defined for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Include position title, name, and full-time equivalency (FTE) (4 Points)
- ii. Approach and rationale was not clearly defined for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Include position title, name, and full-time equivalency (FTE) (0 Points))

4. Service Delivery (40 Points)
Assess the Applicant's approach to the service activities and management requirements.

A. Emphasis on Housing Activity

This is based upon funds requested for housing activities, i.e. transitional and permanent housing and funds requested for supportive services activities. Housing-related activities include, but are not limited to, Shelter Plus Care rental assistance, housing operations, the cost of leasing housing, and housing related case management and housing counseling services. The following formula will be used to calculate the ratio of housing expenses:

$$\frac{\text{Applicants housing related expense}}{\text{Total Request}} = \text{Housing Expense ratio}$$

- i. 80 percent or more of the Applicant's grant request is for housing-related expenses. (15 Points)
- ii. 65 percent to 80 percent of the Applicant's grant request is for

- housing-related expenses. (10 Points)
- iii. 50 percent to 65 percent of the Applicant's grant request is for housing-related expenses. (5 Points)
- iv. Less than 50 percent of the Applicant's grant request is for housing-related expenses. (0 Points)

B. Participation in the Continuum of Care Process

- i. Applicant actively participates in the Continuum of Care (CoC) process by regularly attending the respective CoC meeting in the county in which the program is to operate, participating in the subcommittees and/or governance, and participating in other CoC activities and planning processes. (10 Points)
- ii. Applicant participates in the CoC process by attending most the respective CoC meetings in the county in which the program is to operate and participating in other CoC activities to a limited degree. (5 Points)
- iii. Applicant's participation in the CoC process is minimal to none. Applicant may attend occasional the respective CoC meeting in the county in which the program is to operate, but does not participate in other CoC activities. (0 Points)

C Compliant with the County Strategic Plan

- i. **High Priority**
Applicant's proposal is addressing a need that is identified by the county, as a high priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating. (10 Points)
- ii. **Moderate Priority**
Applicant's proposal is addressing a need that is identified by the county, as a moderate priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating. (5 Points)
- iii. **Low to No Priority**
Applicant's proposal is addressing a need that is identified by the county, as a low to no priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating. (0 Points)

D. Chronic Homeless (points of 5)

Population served by the proposed project is primarily persons meeting the definition of "chronic homeless" as defined by HUD. The HUD definition is as follows:

A chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four (4) episodes of homeless in the past

three (3) years. Disabling condition is defines as “a diagnosable substance use disorder, serious mental illness developmentally disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” To be considered chronically homeless, person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter during that time.

5. Financial (10 Points)

Pricing structure based on cost reimbursement. Personnel costs are reasonable and comparable to position in the community. Non- personal costs are reasonable and adequately justified. The proposed budget fully supports the scope service and requirements of the Request for Proposal.

Financial

Adequacy of accounting system. (2 points)

The proposed budget fully supports the scope of service and requirements of the Request for Proposal. (2 points)

Personnel costs are reasonable and comparable to positions in the community, and non-personnel costs are reasonable and adequately justified. (2 points)

Project Leverage

This criterion is a mathematical calculation of the ratio of CoC funds requested to the value of other resources contributed to the project/program by the Applicant. The following formula will be used to calculate the ratio of leverage:

$$\frac{\text{Total Leverage Amount}}{\text{Total Request Amount}} = \text{Leverage Ratio}$$

- i. Applicant’s leveraging ratio exceeds 100%. (4 Points)
- ii. Applicant’s leveraging ratio is between 75% to 100%. (3 Points)
- iii. Applicant’s leveraging ratio is between 51% to 75% (2 Points)
- iv. Applicant’s leveraging ratio is less than 50%. (0 Points)

6. Housing and Renewal Programs (10 Points)

A. Permanent Housing Bonus

- i. This is a program for a permanent housing, or permanent supportive housing, which is designed to help meet the long-term needs of homeless individuals. (5 points)
- ii. This is not a program for a permanent housing, or permanent supportive housing, in which does not help meet the long-term needs of homeless individuals. (0 Points)

B. For Renewal Programs Only

- i. Program was very successful in helping clients transition to permanent housing, permanent supportive housing or other

- appropriate shelter, and assisting clients to increase their monthly income at the time of exit. (5 Points)
- ii. Program was generally successful in helping clients transition to permanent housing, permanent supportive housing or other appropriate shelter, and assisting clients to increase their monthly income at the time of exit. (3 Points)
 - iii. Program was generally not successful in helping clients transition to permanent housing, permanent supportive housing or other appropriate shelter, and assisting to clients increase their monthly income at the time of exit. (0 Points)

C. Phase 3 - Recommendation for Award

Each Notice of Award shall contain a Statement of Findings and Decision for the award or non-award of the Contract to each Applicant.

Please be sure to read the federal regulations pertaining to the Continuum of Care competition, and the specific program rules and regulations for which your entity is applying. The ranking of the proposals will occur after the 2007 Notice of Funding Announcement, See Phase II of the Procurement Timetable.

Section 5

Attachments

1. Proposal Application Checklist
2. Sample Table of Contents
3. Participation in the Continuum of Care Process
4. Compliant with the County Strategic Plan

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The Applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
HUD-424-cb Grant Application Detailed Budget	Section 3, RFP	www.hudclips.org/sub_nonhud/html/forms.htm	X	
HUD-424-cbw Grant Application Detailed Budget Worksheet	Section 3, RFP	www.hudclips.org/sub_nonhud/html/forms.htm	X	
Program Specific Requirements:				
SF-424 Application for Federal Assistance Application for Federal Assistance.	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fundsavail.cfm	X	
SF-424-SUPP Survey on Ensuring Equal Opportunity for Applicants	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fundsavail.cfm	X	
SF-LLL Disclosure of Lobbying Activities	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fundsavail.cfm	X	
HUD-2880, Applicant/Recipient Disclosure/Update	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fundsavail.cfm	X	

HUD-2991 Certification of	Section 3, RFP	http://www.hud.gov/off	X	
Consistency with the Consolidated Plan		Offices/adm/grants/fund savail.cfm		
HUD-96010 2007 Logic Model	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
HUD-40090-2 2007 Exhibit II: Project Application	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
HUD-40090-4 Applicant Certifications	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
HUD 424 B, Applicant Assurances and Certification	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
HUD 40766-CoC, Continuum of Care Applicant Certification	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
HUD 7015.5 <i>Request for Release of Funds and Certification</i>	Section 3, RFP	www.hudclips.org/sub_nonhud/html/forms.htm	X	
Annual Progress Report (APR)	Section 3, RFP	Provide the most recently submitted APR for the Appropriate Renewal Projects	X	
Applicant's – 501 (c) (3) certification, current Board of Directors list, Charter if Incorporation, and by-laws.	Section 3, RFP	Provide the most recently documents as requested	X	
Applicant's Code of Conduct	Section 3, RFP	http://www.hud.gov/offices/adm/grants/fund savail.cfm	X	
Participation in the Continuum of Care Process	Section 3, RFP	Complete and submit with proposal	X	
Compliant with the County Strategic Plan	Section 3, RFP	Complete and submit with proposal	X	

Authorized Signature

Date

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2007 CoC HOMELESS ASSISTANCE FUNDING

CONTINUM OF CARE PARTICIPATION

Name of CoC: _____

☐ Kauai ☐ Maui ☐ Hawaii

Name of Chair: _____

(Name of Agency) has submitted a proposal in response to State of Hawaii's Request for Funding, for the 2007 CoC Homeless Assistance Funding.

Please complete the verification regarding (Applicant Name of Agency) the level of participation in the CoC: (Name of CoC)

Participation is based on the criteria listed below. Please review all attendance sheets for your CoC meetings.

- ☐ **High Attendance and Active Participation** **(10 Points)**
Applicant attends 100% of the CoC meetings and is an active member of sub-committees. An active member includes participation in governance and/or in planning processes of a committee in the county in which the program will be operating.
- ☐ **Attendance and Limited Participation** **(5 Points)**
Applicant attends 75% to 99% of the CoC meetings and is member of sub-committees. An active member includes participation in governance and/or in planning processes of a committee in the county in which the program will be operating.
- ☐ **Low to no Attendance and lacks participation** **(0 Points)**
Applicant attends less than 50% of the CoC meetings and is not a member of sub-committees in which the program will be operating.

Person Authorize to sign for agency:

Signature

Date

Print Name of Authorize Signature and position

2007 CoC HOMELESS ASSISTANCE FUNDING
COMPLIANT WITH THE COUNTY STRATEGIC PLAN

Name of County Department: _____
☐ Kauai ☐ Maui ☐ Hawaii

Department Administrator: (Name of person authorize to complete form)

(Name of Agency requesting ranking) has submitted a proposal in response to State of Hawaii's Request for Funding, for the 2007 CoC Homeless Assistance Funding. The name of the program is _____ and is (type of program: SHP, SPC, Section 8 M. R.) _____ program.
(See attached one page program summary), as identified in your County's Strategic Plan.

- ☐ **High Priority** **(10 Points)**
Applicant's proposal is addressing a need that is identified by the county as a high priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating.
- ☐ **Moderate Priority** **(5 Points)**
Applicant's proposal is addressing a need that is identified by the county as a moderate priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating.
- ☐ **Low to No Priority** **(0 Points)**
Applicant's proposal is addressing a need that is identified by the county as a low to no priority in the County's Strategic Plan. The proposal shall effectively address the homeless needs in the county in which the program will be operating.

Person Authorize to sign for agency:

Signature

Date

Print Name of Authorize Signature and position